



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"



April 12, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ADOPT AND ADVERTISE FOR A CONSTRUCTION PROJECT
AND APPROVE THE YOUTH EMPLOYMENT PLAN FOR
GENERAL PARK IMPROVEMENTS AT
ROWLAND HEIGHTS PARK
C.P. NO. 86392, SPEC. NO. 05-0020
(Fourth District – 3 Vote Matter)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA) according to the sections of the State CEQA Guidelines and classes of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987 cited herein.
2. Adopt the Plans and Specifications No. 05-0020 for General Improvements at Rowland Heights Park, at an estimated construction cost of \$1,746,973, and instruct the Executive Officer-Clerk of the Board to advertise for construction bids in accordance with the "Instruction Sheet for Publishing Legal Advertisement."
3. Approve the attached Youth Employment Plan (Attachment B).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will adopt the project plans and specifications, authorize advertisement for construction bids, and approve the youth employment plan for the General Improvement Project at Rowland Heights Park.

As a result of the extensive use of the Rowland Heights Park Community Building, it is necessary to undertake this project to ensure the public has a safe and accessible facility. In addition, the restrooms and paths of travel do not meet current Americans with Disabilities Act (ADA) standards and this project will bring these facilities into compliance.

The proposed project consists of renovation of the existing community building including roof replacement; resurfacing and re-striping of the parking lot; resurfacing of the basketball courts; construction of accessible walkways to picnic shelters; replacement of shade shelters; ADA upgrades to restrooms in the community building; replacement of drinking fountains and barbeque braziers; replacement of all irrigation remote control valves; upgrade of security lighting throughout the park and sports lighting; and replacement of cracked concrete walkways adjacent to the community building, play area, and parking lot.

In addition, the following tasks will be performed under the Youth Employment Plan: planting of shrubs around the parking lot; demolition and removal of wooden picnic tables at the east shelter; demolition and removal of wooden picnic tables at the community building courtyard; demolition and removal of existing wood bleachers at the northeast ball field; and removal of barbeque braziers at the east and west shade structures.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The project will enhance the County's Strategic Plan Goal Number 1 of "Service Excellence," through the enhancement of services at a highly used facility, "Fiscal Responsibility" (Goal Number 4 of the County's Strategic Plan) by investing in public infrastructure and contributes to "Children and Families Well-Being" (Goal Number 5 of the County's Strategic Plan) by providing facilities that will enhance activities that promote good health, safety, and social and emotional well being.

FISCAL IMPACT/ FINANCING

The base construction cost was previously estimated at \$1,746,973. The total project cost, including plans and specifications, plan review, construction, consultant services, at-risk youth employment and County services, is estimated at \$2,548,000.

In light of the recent market increase in construction costs, an independent cost estimate was obtained. The independent estimate placed the project's current construction cost at \$1,522,477, which would decrease the total project budget to \$2,227,384. The Project Schedule and Budget Summary are included in Attachment A.

Due to the volatility of the current construction market, we are recommending that your Board defer any adjustments to the project budget until the bid process has been completed. At that time, we will return to your Board with final recommendations regarding project scope, funding, and award of the construction contract.

The proposed project is currently funded from the Safe Neighborhood Parks Proposition of 1996 (\$397,000); Safe Neighborhood Parks Competitive Grant Program (\$100,000); Park In-Lieu Fees (\$218,000); State Proposition 12 Roberti-Z'berg-Harris Program (\$1,783,000); and prior year Extraordinary Maintenance Net County Cost (\$50,000).

Operating Budget Impact

Based upon current salaries and employee benefits, the Department currently estimates one-time start up costs of \$52,176 to provide the information technology infrastructure necessary to support the computer club, including providing access to the Internet as well as the installation of an alarm system in order to protect the building and the computer equipment. In addition, the Department anticipates an increase in ongoing operating costs of \$53,331, including \$14,200 for maintenance staff and supplies necessary to maintain the improvements and \$39,131 in programming costs for staff and supplies to provide expanded computer lab programming, including software licenses, filtering software, and network costs.

Based on the current schedule, the Department would incur the one-time and ongoing operating costs beginning in Fiscal Year 2005-06. The Chief Administrative Office will review the operating requirements and available funding as part of the budget process and make a final recommendation to your Board at that time.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard construction contract, in the form previously approved by County Counsel, will be used for this project.

As required by your Board, the following standard provisions have been incorporated into the project specifications: Solicitation of Improper Consideration by County Employees; Consideration for Employment of Qualified Current or Former County Employees; Consideration to Hire Qualified Employees in the County's Greater Avenues for Independence and General Relief Opportunities for Work (GAIN/GROW) Programs; Contractor Notification to Employees Regarding Potential Eligibility for Federal Earned Income Credit; Local Small Business Preference; Contractor's Employee Jury Service Program; Contractor Responsibility and Debarment; Child Support Compliance Program; and Safely-Surrendered Baby Law.

The contractor shall comply with all provisions of the Labor Code of the State of California, including payment of wage rates that are not less than prevailing wage rates determined by the State Division of Industrial Relations to all employees/workers on the project.

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor must certify and agree that all persons employed by such firm, and contractor's affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, color, religion, sex or national origin and in compliance with all anti-discrimination laws of the United States of America and the State of California.

As required by your Board, language has been incorporated into the specifications stating that the contractor shall acknowledge that the County has established a goal of ensuring all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations and contractors shall provide identifying information concerning principal owners to the District Attorney's Office, as requested.

As part of the Department of Parks and Recreation's program to fulfill the Youth Employment Minimum Obligation adopted for the County by your Board on June 26, 1997, language has been incorporated into the project specifications encouraging the contractor to employ at-risk youth from the community in the construction of their project. In addition, the attached Youth Employment Plan (See Attachment B) identifies tasks that will be performed by at-risk youth under DPR's supervision and must be adopted by your Board prior to DPR incurring any District-funded development costs.

In accordance with your Board's request of February 3, 1998, this contract opportunity will be posted on the County's Office of Small Business web site following your Board's approval.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act (CEQA) according to Sections 15301 (a) (d) (I-4), 15302 (c), 15303 (e), 15304 (b) of the State CEQA Guidelines and Classes 1 (c) (d) (h-4), 2 (e), 3 (b) and 4 (c) of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project provides for minor alteration, repair and demolition of existing facilities, replacement and reconstruction of existing facilities, new construction and new landscaping.

CONTRACTING PROCESS

Attachment "C" is the "Instruction Sheet for Publishing Legal Advertisements." Advertising an offer to "Consider Equivalents" is not warranted since materials are covered by descriptive technical specifications adequate for competitive bidding. The dates indicated in the "Official Notice Inviting Bids" are predicated on Board approval on April 12, 2005. Deferred action by the Board will necessitate adjustment of dates by the Department of Parks and Recreation.

Community Business Enterprise (CBE) participation in the project will be enhanced through the Capital Project CBE Outreach Programs and by the requirement that bidders demonstrate their good faith efforts to utilize CBE.

Gruen Architects is providing design and construction administrative services on the project through the Department's As-Needed Design Agreement No. 10219, previously approved by your Board on December 12, 2002.

IMPACT ON CURRENT SERVICES

This proposed project will renovate a facility already in operation, and as such, it will impact current park services. In order to minimize the impact, a temporary trailer will be purchased by the County to house recreational programming. The trailer will be placed at Gloria Heer Park located at 18109 East Gallineta Street in Rowland Heights.

It is anticipated that the project will begin construction in July 2005 and will be completed in May 2006.

The Honorable Board of Supervisors
April 12, 2005
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CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to forward one (1) conformed copy of this letter to the Chief Administrative Office, Capital Projects Division and two (2) conformed copies to the Department of Parks and Recreation.

Respectfully submitted,



Russ Guiney
Director



David E. Janssen
Chief Administrative Officer

Attachments (4)
dd:rowlandadopt.doc

c: Executive Office
County Counsel

ATTACHMENT A

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT
APPROVE THE YOUTH EMPLOYMENT PLAN FOR
GENERAL PARK IMPROVEMENTS AT
ROWLAND HEIGHTS PARK
C.P. NO. 86392, SPEC. NO. 05-0020
(Fourth District - 3 Vote Matter)**

Project Activity	Scheduled Completion Date	Revised Completion Date
1. Land Acquisition	N/A	N/A
2. Environmental Impact Report	N/A	N/A
3. Program	5/2002	5/2003
4. Schematic Design	1/2004	
5. Design Development	5/2004	
6. Construction Documents	11/2004	
7. Jurisdictional Approval	12/2005	2/16/2005
8. Construction Contract Award	7/19/2005	
9. Construction Start	7/26/2005	
10. Final Inspection	5/1/2006	
11. Final Acceptance	7/4/2006	

II. PROJECT COST SUMMARY

Cost Category	Original A/E Estimate	Independent Cost Estimate
1. Land Acquisition	N/A	N/A
2. Plans and Specifications	\$225,891	\$225,891
3. Plan Review	\$8,520	\$8,520
4. Make-Ready Activities	\$9,500	\$9,500
5. Construction	\$1,746,973	\$1,522,477
6. Change Order/Contingencies	\$174,697	\$152,247
7. Equipment	N/A	N/A
8. Consultant Services	\$21,700	\$21,700
9. County Services	\$348,121	\$274,451
10. Other (At-risk Youth)*	\$12,598	\$12,598
TOTAL	\$2,548,000	\$2,227,384

* Including youth employment, supervision and materials.

**COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
ROWLAND HEIGHTS PARK
GENERAL PARK IMPROVEMENTS
C.P. NO. 86392, SPEC. NO. 05-0020
YOUTH EMPLOYMENT PLAN**

BACKGROUND:

The proposed project consists of renovation of the existing community building including roof replacement; resurfacing and re-striping of the parking lot; resurfacing of the basketball courts; installation of accessible walkways to picnic shelters; replacement of three (3) shade shelters; ADA upgrades to restrooms in community building; replacement of four (4) drinking fountains and three (3) barbeque braziers; replacement of all irrigation remote control valves; upgrade of security lighting throughout park and sport lighting; and replacement of cracked concrete walkways adjacent to community building, play area, and parking lot.

Tasks that may be performed by At-Risk Youth:

1. Planting of shrubs around the parking lot;
2. Demolition and removal of four (4) wooden picnic tables at the east shade structure;
3. Demolition and removal of two (2) wooden picnic tables at the community building courtyard;
4. Demolition and removal of two (2) wood bleachers at the ball field;
5. Removal of two (2) barbeque braziers at the east and west shade structures

Estimated Cost of Youth Employment:

Total estimated hours of youth employment	646
Cost per hour	<u>\$9.50</u>
Total estimated cost of youth employment	\$6,137.00

Method of Youth Employment:

Youth referrals for employment will be provided by the Los Angeles County Department of Children and Family Services, Community and Senior Services, Public Social Services, Probation and/or by a school district. In addition, the contract documents will require the Contractor to make a good faith effort to employ at-risk youth from the community in which the project is being carried out in conformance with the County's definition of "at-risk youth".

ATTACHMENT B

Youth Employment Goal:

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of youth, the Youth Employment Minimum Obligation (YEMO) of the County of Los Angeles is \$15,739,750 (equal to fifty percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). The County of Los Angeles has met its Youth Employment Goal; however, Parks and Recreation continues to actively pursue employment opportunities for youth on all construction projects. At-risk youth employment accomplished to date is as follows:

	<u>Accomplished</u>
Project Support	\$ 825,088
Maintenance	\$ 269,680
Other New Youth Employment (various parks and County programs)	<u>\$23,250,485</u>
Total Youth Employment	\$24,345,253

ATTACHMENT C

TO: Executive Officer-Clerk of the Board of Supervisors
County of Los Angeles
State of California

FROM: Project Management Division
Department of Parks and Recreation

REGARDING: **NOTICE INVITING CONSTRUCTION BIDS
ON DRAWINGS AND SPECIFICATIONS
LISTED UNDER PROJECT TABULATIONS**

**ADVERTISE FOR CONSTRUCTION CONTRACT
FOR GENERAL PARK IMPROVEMENTS AT
ROWLAND HEIGHTS PARK
INSTRUCTION SHEET FOR
PUBLISHING LEGAL ADVERTISEMENT**

PUBLISHING

In accordance with the State of California:

Public Contract Code Section 20125, and Government Code Section 6066 and 6062, under which you may publish once a week for two (2) weeks in a weekly newspaper, or ten times in a daily newspaper.

Also publish in the following:

1. Local paper
2. Any newspaper requested by the **FOURTH** District.

Forward three (3) reprints of the attached advertisement to the Project Management Division, Department of Parks and Recreation, 510 South Vermont Avenue, 1st floor, Los Angeles, California 90020, Attention Daniel Delgado, Project Manager.

OTHER INSTRUCTIONS

The dates indicated in the "Official Notice Inviting Bids" are predicated on Board approval on **April 12, 2005**. Deferred action by the Board will necessitate adjustment of dates by the Department of Parks and Recreation.

ATTACHMENT D

OFFICIAL NOTICE - INVITING BIDS

Notice is hereby given that the Executive Officer-Clerk of the Board of Supervisors will receive sealed bids in a place, time, and manner hereinafter described, for furnishing all materials, labor, and equipment required for the construction to complete the following work:

PROJECT TABULATION

<u>SPEC. NO.</u>	<u>PROJECT</u>	<u>DEPOSIT</u>	<u>DATE OF BID OPENING</u>
05-0020	Rowland Heights Park General Improvements	\$50.00 Nonrefundable	May 31, 2005

There will be a mandatory pre-bid walk-through for this project on Tuesday, May 3, 2005, 10:00 a.m., at the site (1500 Banida Ave., Rowland Heights, California). Attendance at the walk-through is mandatory. A bid submitted by a contractor who has not attended the mandatory pre-bid walk-through may be deemed non-responsive for that reason.

Deadline for submitting bids is **Tuesday, May 31, 2005, at 10:45 a.m.** Bids will be opened the same morning at 11:00 a.m. at the Department of Parks and Recreation, 510 South Vermont Avenue, 1st Floor, Los Angeles, California 90020, in the first floor conference room.

Construction time is to be a maximum of two hundred seventy **(270)** calendar days for the entire project.

Bids shall conform to Drawings and Project Manual open to inspection in the Office of the Executive Officer-Clerk of the Board of Supervisors, and at **the Department of Parks and Recreation, 510 South Vermont Avenue, 1st Floor, Los Angeles, California 90020.** Copies of Project Manual and Drawings of the work to be bid upon can be obtained at the Department of Parks and Recreation, 510 South Vermont Avenue, Los Angeles, California 90020.

Each bid shall be submitted on a form obtained at the address above. Bids shall be sealed and filed at **510 South Vermont Avenue, 1st Floor, Los Angeles at or before 10:45 a.m.** on the date indicated. Bids will be publicly opened, examined, and declared by the Department of Parks and Recreation at 11:00 a.m. this date at 510 South Vermont Avenue, Los Angeles, California 90020.

For information, call the Project Manager Mr. Daniel Delgado at (213-738-3049).

ATTACHMENT D

Bidders must comply with the provisions of the Bidding Requirements, General Conditions, and the Project Manual concerning bid guarantee, contract bonds, and insurance requirements. This project requires the Prime Contractor to possess a license classification of **"(A)" or "(B)"** at the time of submitting the bid. The **"(B)"** Contractor is also required to hold the following specialty license: **C-12 (Paving & Grading)**. The **"(B)"** Contractor may meet the specialty license requirement by listing a sub-contractor with this license on his form of bid. In the event that the **"(B)"** Contractor uses a sub-contractor to meet the C-12 (Grading and Paving) requirements, the sub-contractor with the C-12 License must perform all of the grading work and all of the paving work.

The Board of Supervisors reserves the right to reject any or all bids and also reserves the right to waive technical, trivial, or insubstantial errors and discrepancies in bids submitted in the public interest.

Pursuant to the Labor Code of the State of California, the State Department of Industrial Relations has determined the general prevailing rate of per diem wages for each craft or type of worker needed to execute any construction contracts, which may be awarded to the successful bidder or bidders by the County of Los Angeles. In the event the Contractor or any subcontractor employed by the Contractor pays a worker less than the stipulated prevailing rate for such work or craft, the Contractor will be liable for all forfeits, penalties, and additional wage payments as provided in Sections 1775 and 1776 of the Labor Code of the State of California.

Contractor may substitute securities for retention moneys to be withheld in accordance with the conditions of Public Contract Code Section 22300.

Bids must provide full disclosure on False Claim Act violations and civil/criminal legal actions as provided for on the respective attachments in the bid package. Failure to complete these forms may result in the determination that the bidder is non-responsive and/or not responsible.

Prior to the date and time of submission of bids, bidders shall submit separately to the District Attorney a completed Principal Owner Information (POI) form if such form is not currently on file with the District Attorney. Bidders shall certify, in accordance with Section 2.200.600 of the County Code, that: 1) the POI form has been appropriately completed and provided to the District Attorney with respect to the Contractor's principal owners; 2) the Contractor has fully complied with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 3) the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices and will continue to maintain compliance. Such certification must be submitted on the Child Support Compliance Program (CSCP) Certification Form, included as one of the bid forms. Failure by the bidder to submit the CSCP Certification (which includes certification that the POI Form has been submitted to the District Attorney) may result in the determination that a bid is non-responsive (County Code Section 2.200.070).

ATTACHMENT D

These terms shall also apply to proposed subcontractors of Bidders on County contracts.

In evaluating bids, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is: 1) a business certified by the State of California as a small business enterprise; and 2) a business having its principal office currently located in Los Angeles County for a period of at least the past twelve months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business that knowingly and with intent to defraud, fraudulently seeks to obtain or maintain certification as a certified Local SBE.

Information about the State's Small Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/smbus/default>.

Si necesita mas informacion sobre este anuncio, llame el Sr. Daniel Delgado, (213) 738-3049.

These terms shall also apply to proposed subcontractors of Bidders on County contracts.

Bidders are urged to familiarize themselves with bid documents and specifications package No. 05-0020.

The County of Los Angeles encourages bids from all certified minority and women-owned firms. On final analysis and consideration of award, contractor will be selected without regard to gender, race, creed, or color.

Published by order of the Board of Supervisors of the County of Los Angeles, State of California, dated April 12, 2005.

VIOLET VARONA-LUKENS
EXECUTIVE OFFICER-CLERK OF THE
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES